# OPNAV ACTION OFFICER COURSE

"Survival in the Pentagon"

# Introduction

- Course Sponsor
  - VADM Thomas Church, Director, Navy Staff
- Course Coordinator
  - LCDR James Taylor, N00T
- 2.5 Day Overview of OPNAV

*Bring newly reported Action Officers (AOs) up to speed at Navy HQ*

# Course Curriculum

- Emphasis on OPNAV Specific Items

  (Read Objectives…..)

  - Budget
  - Interrelations with:
    - Joint Staff
    - Other Services
    - Congress

# Course Curriculum

- Big Picture / Strategy
- Organizational Overview
- OPNAV Processes / Knowledge
- AO Skills

*Just scratching the surface – showing AO where to dig deeper*

# Not in Course Curriculum

- N-Code Briefings
  - On HQ Web – N00T/Public Library

    *intranet.usn.hq.navy.mil*

    –or–

    *usn.hq.navy.mil*
- Specific Issues Facing the Navy
- Classified Material

# Course Admin

- Food & Drink
  - Fast Food/Cafeteria - 2nd deck 10th, 1st, 3rd corridors
  - "7-11's" – on way out to N. & S. parking
- Facilities - On corridors, not rings
- Critiques
- Speakers
  - Pls be on time & be flexible

# Contents

- Culture of OPNAV
- Essential Skills
- Rules to Live By
- Getting Around
- Gouge

# Culture of OPNAV

- Traditional culture: "We're staff officers, not decision makers."
  - We are both
  - Have ability to shape decision making.
- Different philosophy from other staffs
  - Joint Staff: AO is the expert, let him talk
  - OPNAV: AO supports Flag Officer

# Culture of OPNAV

- Other Services teach staff work
  - You are at a disadvantage
- Decision-makers are busy
  - How you say it may mean more than what you say
  - Keep it focused, short, and to the point
- Very few actions have operational immediacy, but given a choice, everybody wants it done now!

# Essential skills

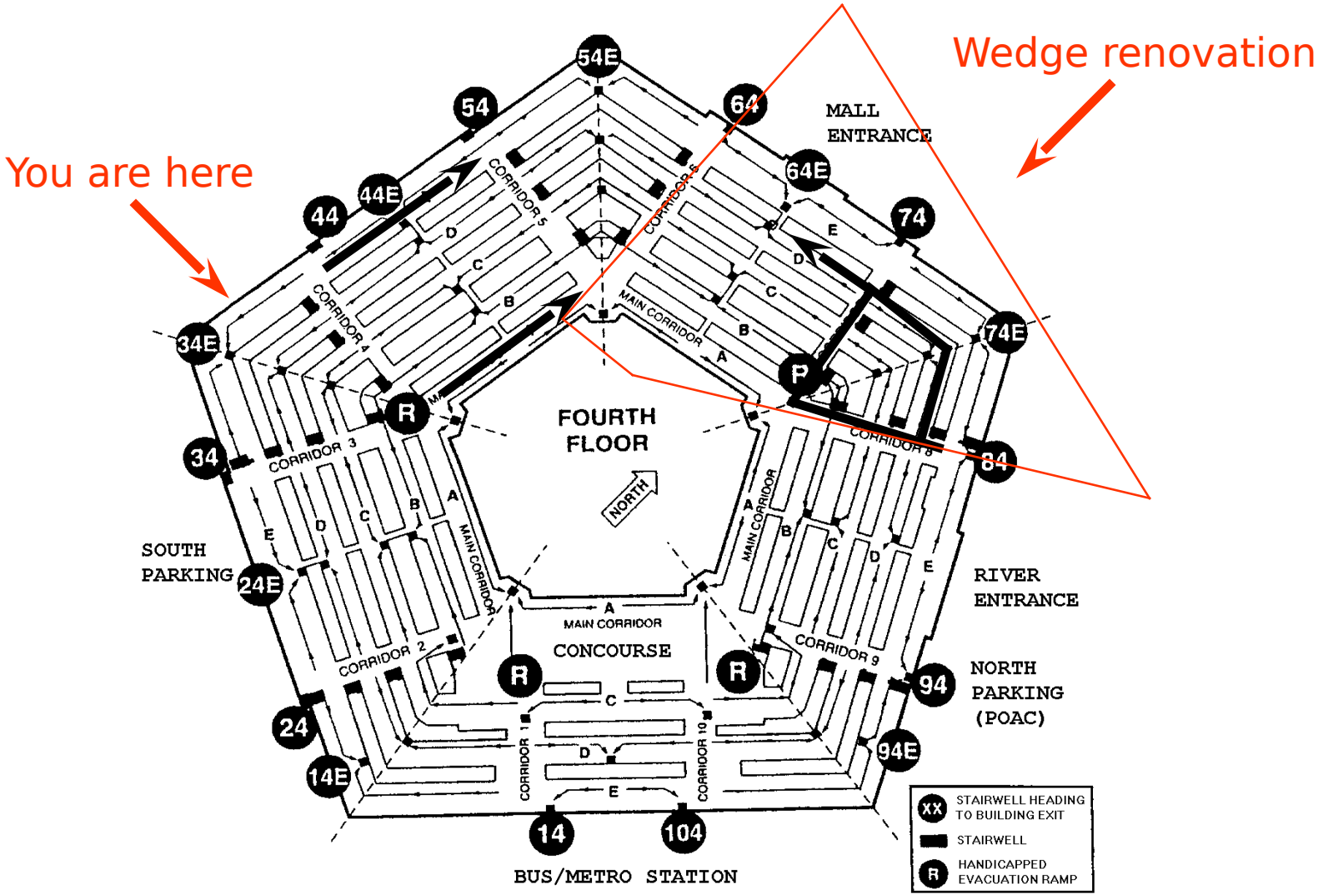
- You are your own secretary
- Computer skills
  - Learn.  See your training coordinator for classes:
    - PowerPoint
    - Microsoft Word
    - Excel
    - Microsoft Outlook
    - Navy Knowledge On-line
  - Learn how to create and manage files
  - Learn how to surf the Internet and SIPRNET
    - Wealth of knowledge waiting to be found

# Essential skills

- Research/Data
  - Look for old papers/presentations to start from.
  - Places to look:
    - Office LAN Storage
    - INTERNET
    - Program Sponsors/POC's
    - SIPRNET
    - CINC Website Links
  - Make sure the information is correct.
  - Cite sources and dates.
  - Your credibility is at stake.

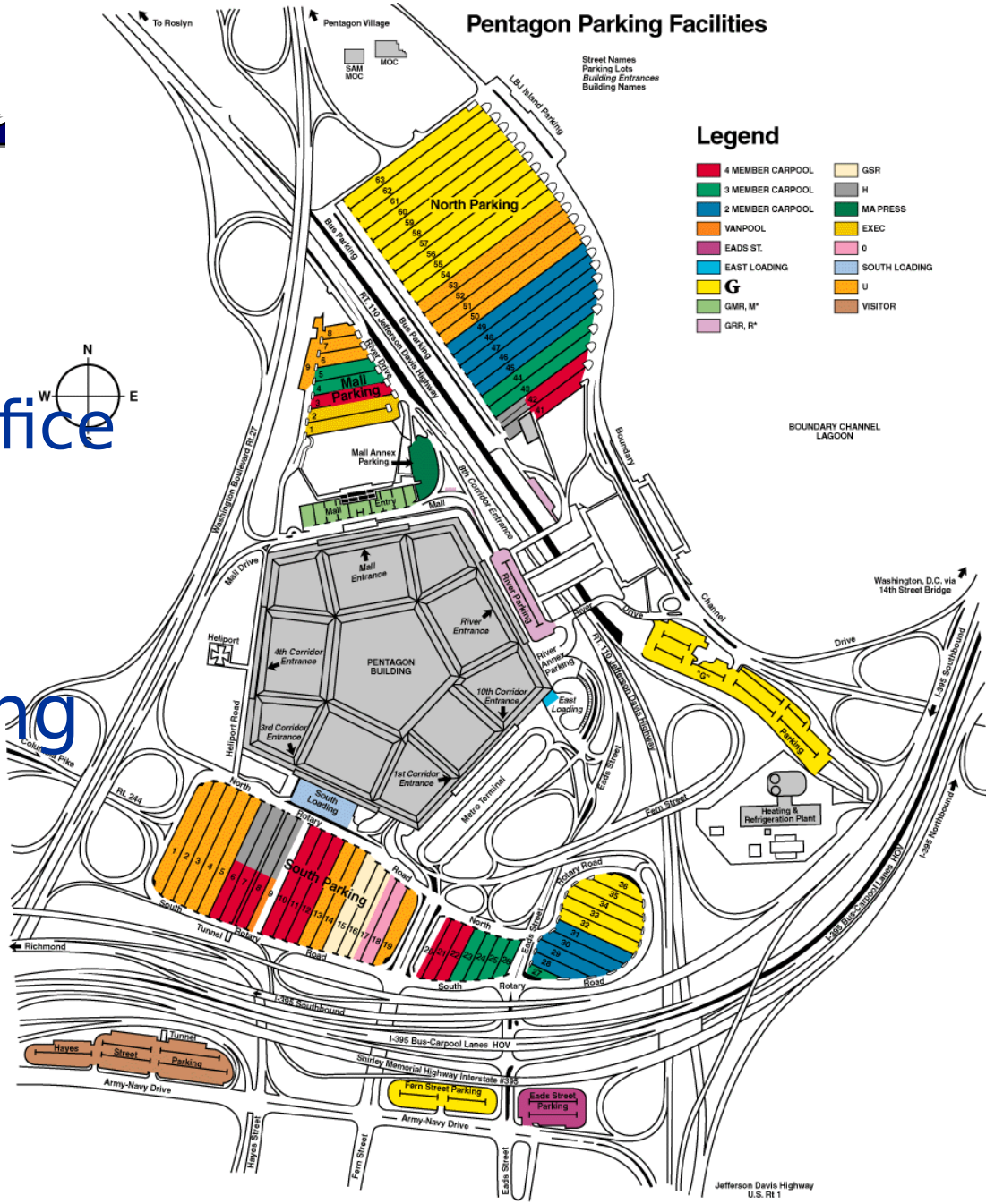
# Getting around

- **The A-Ring is <u>not</u> always the shortest way!**



# Parking

- Parking Permits
  - Through your Office
  - Carpool permits
- Pay Lot
- Aggressive Towing



# Gouge

- Don’t be afraid to sit in on key Congressional hearings
  - Wear business suit (to be non-service representative)
- Attend Capital Hill Workshop
- Military Courtesy_
  - Salute in parking areas and exterior approaches
  - Two exceptions to this rule:  the courtyard and the bridge from the Pentagon building to the POAC (North Parking)

# Gouge

- No Smoking
  - Smoking is allowed only in designated areas outdoors
- Bringing Your Own Computer
  - Obtain a Property Pass (GSA Optional Form 7) for the equipment so that you can safely remove it later from the building

# Gouge

- Day Care
  - Pentagon CDC is going to close
  - CDC Placement Center (703) 695-0122
- The Pentagon Athletic Club
    - 1st Floor off of Corridor 8
- Henderson Hall
- Navy Annex
- Crystal City Sport and Health Club

# Gouge

- Metro
  - Mass Transportation Fringe Benefit Program
  - $100 a month in METRO passes
  - http://www.dtic.mil/ref/html/NCRTransitpass.html

# Gouge

- Carpool
- DoD shuttle routes and schedules in the back of the DoD Telephone Directory
  - **Crystal City to the Annex via Pentagon (Mall Entrance)**
- The Slug line. . . Key to the HOV lane.
  - **http://www.slug-line.com**
  - **http://www.slugvirginia.com**

# Gouge

- **Official Photos…**
  - **Media Center Bldg 168, Naval Station, Anacostia (202) 433-8528**
  - **Marine Photo Lab (Navy Annex, room 1312)  (703) 614-2634**
- **Uniform shops:**
  - **Tri-service shop:  Rm 4C251 @ 695-7508**
  - **Navy Uniform shops: Annex, NNMC, Navy Yard**

# Gouge

- Cheap tickets: movies/attractions
  - Army - 3A146
- Exchanges
  - Navy Annex (NFCU)
  - Henderson Hall
  - Bolling AFB/Anacostia
  - Ft Myer
  - Ft Belvoir

# Any Questions?